

## Schedule of Charges (incl. VAT)

Description	Including VAT	Excluding VAT
Monthly service commission	15.6%	13%
Tenancy set up	90%	75%
Credit references (per applicant and per guarantor)	£0.00	£0.00
Deposit registration (per Security Deposit)	£0.00	£0.00
Gas safety check	£90.00	£75.00
Energy Performance certification	£90.00	£75.00
Electrical safety check including domestic appliances	£120.00	£100.00
Legionella risk assessment	£90.00	£75.00
Tenancy renewal	£120.00	£100.00
Rent review	£216.00	£180.00
Tenancy check-in, from	£0.00	£0.00
Tenancy check-out, from	£0.00	£0.00
"Featured property" advertising	£0.00	£0.00
Floor plan	£0.00	£0.00
Video tour	£0.00	£0.00
Professional photography, from	£0.00	£0.00
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£120.00	£100.00
2 bed*	£156.00	£130.00
3 bed*	£174.00	£145.00
4 bed*	£198.00	£165.00
5 bed*	£234.00	£195.00
Additional fee, in addition to the above, if fully furnished	£90.00	£75.00
Additional requested property visits (per visit)	£60.00	£50.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£0.00	£0.00
Non-UK residents accounting to HMRC (per tax year)	£540.00	£450.00
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	£60.00	£50.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£90.00	£75.00
Early termination of management service with a sitting tenant	108%	90%
Administration fee for withdrawing from an offer of a tenancy	£240.00	£200.00
Provision of duplicate documents or statements	£0.00	£0.00
Cutting of keys (per key)	£12.00	£10.00
Service of statutory notices to recover possession (per notice)	£90.00	£75.00
Property visits and reports to include smoke alarm and carbon monoxide	£84.00	£70.00

testing. Immigration Act Right to Rent. Housing health and safety rating system ( HHSRS ) risk assessment.		
Rent Guarantee Insurance - 15 Months + £100,000 Legal Cover	£0.00	£0.00
Landlord Anti Money Laundering & Sanctions Check	£48.00	£40.00
Landlord Right to Let Checks	£0.00	£0.00